

~~CONFIDENTIAL~~

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25X1A6c

18 JAN 1957

Chief, WP

Administrative
Emergency Funds

1. During [redacted] recent visit to Headquarters the problem of evacuation money was discussed. The members of the Finance Division feel that rather than establish an emergency fund, so identified, that the Finance Officer make sure that his "Monthly Operational Fund" in dollars always be maintained at a point of approximately \$30,000. He should then separate into bundles of \$100, \$200 or \$300 as might be decided by the Chief of Station, for issuance to station personnel in case of emergency. He can then advise all concerned if and when the need for evacuation money arises, funds are held by the Finance Officer and will be issued on momentary notice.

2. This procedure, as against a separate envelope for each, makes it easier on both the Auditors and the Finance Personnel in preparing periodic statements as are required with reference to cash-on-hand, etc. It has even been suggested that these bundles might be taped and sealed by the auditors similar to the gold seal which would eliminate the need for periodic counting.

3. We would appreciate your reviewing this proposal and if any other suggestion is more applicable, please let us know and we will be glad to work out the details with all concerned.

25X1A2e

7 January 1957
Distribution:

3 [redacted]